

Service Learning Scheduler

Student's name _____ Service learning class _____

I need to serve _____ hours each week

Service learning professor _____

I need to serve _____ hours over the whole semester

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							

To the student

1. Put XXXXX in each timeblock when you have a class or a required class commitment (for example, a lab or a music lesson)

2. Put ----- in each block when you have a CONSISTENT non-class commitment (for example, a club meeting, job, extracurricular activity, band practice)

3. If your non-class commitments VARY from week to week, DO NOT mark them on this schedule. Only mark those commitments which are CONSISTENT from week to week.

**Please be aware that service learning is part of your academic work for your class. Just like all your other class responsibilities, academic work must be prioritized. Non-class commitments may need to be scheduled around your service learning.

To the agency supervisor

Students should **begin** their service learning work by
 FALL Mon 9/19/11 SPRING Mon 1/30/12
 and **complete** their service learning by the last day of class
 FALL Fri 12/9/11 SPRING Wed 5/2/12

Loyola holidays for 2011-2012:
 Mon-Tues Oct 17-18 Fall Break
 Wed-Fri Nov 23-25 Thanksgiving
 Mon-Fri Feb 20-24 Mardi Gras
 Mon-Mon Apr 2-9 Easter Break

Students are **not** expected to serve during Loyola breaks and holidays ***except by mutual agreement***.

It is your responsibility to inform students about your agency's policies on absences, cancellations, tardiness, and make-up work. Service learning students will be expected to adhere to your policies.